

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
Fort Sill, Oklahoma 73503-5100

USAFACFS Regulation
No. 700-13

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Logistics
PROCEDURES FOR USE OF THE U.S. GOVERNMENT NATIONAL CREDIT CARD
DOD IDENTAPLATES, AND OKLAHOMA TURNPIKE AUTHORITY PIKEPASS

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Chapter 1

GENERAL

PURPOSE.

a. This regulation provides procedures for obtaining petroleum products, repair parts, supplies, and services for Government vehicles and aircraft using negotiable media. Negotiable media covered by this regulation are SF 149 (U.S. Government National Credit Card), DD Form 1896 (Jet Fuel Identaplate (S&I DARCOM)), DD Form 1897 (AvGas Identaplate (S&I DARCOM)), Oklahoma Turnpike Authority Pikepass (OTAP), and SF 44 (Purchase Order Invoice Voucher).

b. This regulation applies to TOE/MTOE organizations and TDA activities assigned to Fort Sill for logistical support. Any reference to "organization" applies equally to TOE/MTOE organizations or TDA activities.

c. Provide copy of this regulation to each driver of a Government vehicle leaving for off-post destination. Nontactical vehicle operators will also receive appropriate publications when dispatching a vehicle.

1-2. TYPES OF VEHICLES. Three types of vehicles are addressed in this regulation. They are:

- a. Tactical vehicles
- b. Commercial vehicles owned/leased by General Service Administration, referred to as GSA vehicles
- c. Commercial vehicles owned/leased by U.S. Army, referred to as NTV (nontactical vehicles) This includes DEH utility vehicles.

1-3. USE OF GOVERNMENT FUEL DISPENSING FACILITIES.

a. When cost effective, refuel at military installations or other Government fuel dispensing facilities.

b. Mail or deliver issue documents for petroleum products received from other installations or Government fuel dispensing facilities to Directorate of Logistics (DOL) POL Clerk, Bldg 2243, Fort Sill OK 73503-5100, upon completion of trip or weekly, as applicable. POL clerk will forward documents for GSA/NTV to DOL, TMP 1, Bldg 2035.

1-4. RECOMMENDED CHANGES. Submit recommended changes to Commander, USAFACFS, ATTN: ATZR-LOP, Fort Sill, OK 73503-5100, on DA Form 2028 (Recommended Changes to Publications and Blank Forms).

Chapter 2

U.S. GOVERNMENT NATIONAL CREDIT CARD (SF 149)

2-1. REQUEST FOR ISSUE OF CREDIT CARD (SF 149) BY USING UNITS/ACTIVITIES.

a. For Use With Tactical Vehicles. Submit DA Form 2765-1 (Request for Issue or Turn-In) to DOL Supply Support Activity (SSA), Bldg 2243, Fort Sill, OK 73503-5100, NLT 3 working days prior to departure date, with following information:

- (1) Organization designation
- (2) Department of Defense Activity Address Code (DODAAC) assigned to using organization's property book account.
- (3) Applicable fund code or accounting processing code (APC)
- (4) Quantity of credit cards required.
- (5) Date required (from/to)
- (6) Type of vehicle with which to be used.
- (7) Destination or location, as applicable.

(8) Justification for issue. Include statement that credit cards are to be used indefinitely on a recurring basis due to training missions or that requirements are for official Government duty not requiring preparation of travel orders.

(9) Name, rank/grade, social security number and organization of individual designated to receipt credit cards.

(10) Name, rank/grade, position title, and telephone number of the organization point of contact

(11) Signature of commander or property book officer (PBO)

b. For Permanent Use With GSA Vehicles (off-post customers only). Include the requirement as part of semiannual vehicle justification submitted IAW USAFACFS Regulation 56-1.

c. For One-Time Use With GSA Vehicles. Prepare FS Form 833 IAW USAFACFS Regulation 56-1 and include request with justification for off-post trip.

d. For Use With NTV, submit memorandum to Installation Transportation Officer (ITO) with information required by paragraph 2-1a(5) through (10) above, less subparagraph (8).

e. For Use With Aircraft. Submit requests to Aviation Division, DPTM; Company A, 2d Platoon, 158th Aviation; and 4th Platoon, 507th Medical Company, as applicable, for use during cross-country flights. Include information required in paragraph 2-1a above.

ACCOUNTABILITY. Credit cards will be controlled as follows

a. For tactical vehicles and aircraft. Credit cards are assigned MCN 7540-00-T70-9077 and issued by DOL SSA on DA Form 2765-1 by serial number. PBOs/property administrators (PAs) of units/activities receiving credit cards account for them IAW DA Pam 710-2-1, paragraph 4-25, and AR 710-2. PBOs/PAs will use a control log to record issues to temporary users. Example of a control log is shown in DA Pam 710-2-1, figure 4-21.

b. For GSA vehicles. TMP 1 will use a control log to record issue of credit card to individual dispatching vehicle. Credit cards will be controlled and safeguarded by activity to which vehicle and credit card have been dispatched. Permanently issued credit cards will be issued and accounted for IAW DA Pam 710-2-1, paragraph 4-25, and AR 710-2. Credit cards issued for one-time use will be turned in to TMP 1 at completion of trip.

c. For NTV, ITO will maintain control log to record issues of credit cards. Credit cards will be controlled and safeguarded by activity to which vehicle and credit card have been dispatched. Credit cards issued for one-time use will be turned in to ITO at completion of trip.

2-3. PURCHASES.

a. Authorized Services. When not available from Government agencies, credit cards may be used to purchase following supplies and services from contract stations listed in current "Government Vehicle Operators: Your Guide to Service Stations for Gasoline, Oil and Lubricants, (DFSCH 4280.1)." Prior to using the card, be sure Government credit cards will be accepted.

(1) Fuel for motor vehicles and boats. Regular unleaded gasoline or gasahol for gasoline-driven engines and standard diesel for diesel-driven engines are the only authorized fuels for GSA/NTV. Premium grade gasoline is not to be used in any gasoline-driven Government engine. Diesel is the only authorized fuel for tactical vehicles. Use self-service pumps at contract stations. Use of full service pumps when self-service pumps are available may result in either disciplinary action or reimbursement of overcharges to the Government.

(2) Aviation fuels (JP-4, JP-5, JP-89, JET-A, JET-B, as applicable to the specific design/series aircraft) will be purchased from contract fuel sources whenever possible using DD Form 1896 (Jet Fuel Identaplate (S&I DARCOM)). Certain mission requirements may not allow use of regular contract fuel station. In that case, Government credit card is authorized. As the last resort, use SF 44 (Purchase Order Invoice- Voucher) to purchase required services. Turn in completed SF 44 to appropriate aviation operations. All attempts should be made to use contract fuel facilities.

(3) Lubricating services (including differential and transmission lubricants) for motor vehicles and lubricating oil for boats. Use only regular and premium grade lubricating oils.

(4) Antifreeze, ethylene glycol (permanent type)

(5) Oil filter elements and servicing

(6) Air filter

(7) Battery charging

(8) Tire and tube repair

(9) Carwashing service (washing and cleaning) for tactical and GSA/NTV is authorized on a once-per-month basis only, limited to \$10 or less. Patronage of commercial self-service stations offering free carwash with fill-up is encouraged. Use caution when using these carwashes to avoid damage to either vehicle or carwash. (NOTE: Except for a few commercial design vehicles, most tactical vehicles are either too large or so configured that use of drive-through commercial carwashes must be avoided.) Waxing and/or detailing is not authorized on Government credit card. Customers may purchase waxing/detailing services at their own expense as desired.

(10) Mounting and dismounting snow tires and/or chains

(11) Emergency replacement of spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, and other minor emergency repairs. Only aircraft, tactical, and NTV may purchase emergency replacement batteries, tires, and tubes. See paragraph 2-4 below for definition of emergency roadside repair and requirements for replacement/repairs exceeding \$100 limit on aircraft, tactical, and NTV or \$50 limit on GSA vehicles.

(12) Authorized USAR units may obtain "A" and "B" services on vehicles dispatched from TMP 1, Fort Sill. Contract for services from local vendors within a 5-mile radius of unit/activity. "A" service may not exceed \$300; "B" service may not exceed \$100. Provide itemized invoice/work order as proof of service being performed to DOL, TMP 1, Bldg 2035, within 5 working days.

Unauthorized Purchases Credit cards will not be used to purchase following supplies or services

Purchases at stations/firms other than those listed in current DFSCH 4280.1

Repairs which cost \$100 or more on aircraft and tactical/NTV or \$50 or more on GSA vehicles

Other than emergency repairs

(4) Purchases of batteries, tires, or tubes, other than emergency replacements for aircraft tactical or NTV as specified in paragraph 2-3a(11) above.

(5) Storage or parking

(6) Any services or products for boats, other than gasoline, diesel fuel and lubricating oil

Services and products for airplanes, other than those listed in current DFSCH 4280.1

(8) Personal items such as cold drinks ice food, chewing gum, clocks, etc

EMERGENCY ROADSIDE REPAIR.

a. Emergency roadside repairs are "repairs that cannot be deferred until vehicle reaches a Government repair facility."

b Contract stations may perform emergency roadside repairs only IAW following guidelines

(1) Total cost will not exceed \$100 on tactical/NTV or \$50 on GSA vehicles If repair costs exceed these limits, see paragraph 2-4c below.

(2) Services must be performed by a contract station listed in current DFSCH 4280.1

c. If emergency roadside repair is essential but does not meet requirements of paragraph 2-4b above repair may be accomplished as follows:

(1) During duty hours, NTV operators will call ITO collect, (405) 351-2403, for procurement instructions. Tactical vehicle operators will call 47th Combat Support Battalion collect, (405) 351-4313, for instructions. GSA vehicle operators will call Maintenance Control Center (MCC), 1-800-826-4237 (outside Texas) or 1-800-633-8519 (within Texas).

(2) During other than duty hours, call Fort Sill field officer of the day (FOD) collect, (405) 351-4912, and request the FOD relay following information to DOL on-call representative:

- (a) Name and organization of vehicle operator/OIC/NCOIC and type of vehicle (tactical, GSA, or NTV)
- (b) Telephone number, including area code, where operator/OIC/NCOIC can be contacted.
- (c) Location where breakdown occurred
- (d) General description of emergency

(3) Before vendor can start any repair work, operator/OIC/NCOIC must receive approval and a purchase order number from the DOL representative.

(4) Any individual who financially obligates the Government, without receiving prior approval from authorized representative, may be held liable for cost of supplies and/or services obtained.

d. Except for repairs charged IAW paragraph 2-4b above, emergency roadside repair bill will be prepared and processed as follows:

(1) Repair bill must be prepared in five copies. Deliver or mail repair bills on tactical vehicles to DOC, Bldg 1803, Fort Sill, OK 73503-5100, within 5 working days. Repair bills for GSA vehicles must be submitted to TMP 1, Bldg 2035. Repair bills on NTV must be submitted to ITO, Bldg 2950.

(2) Include following information on repair bill:

- (a) Vehicle registration (USA) number and organization bumper number, if applicable.
- (b) Description of vehicle; for example, truck, cargo, 2-1/2 ton, M35A2
- (c) Itemized list of parts and costs.
- (d) Itemized list of labor and cost.
- (e) Total cost of repair. State and local taxes will not be included in the amount billed.
- (f) Signature of individual who obtained service
- (g) Purchase order number assigned by DOC.
- (h) Approving official's name, rank/grade, title, and approval date.

(3) Exchange of unserviceable assemblies is authorized for credit allowance on purchases of serviceable like items. Generators, starting motors, fuel pumps, carburetors, batteries, distributors, tires, etc., normally have an exchange value. When an item is exchanged, repair bill will indicate exchange value as follows:

1 each carburetor, part no. 3369787	\$40.00
Less exchange of unserviceable carburetor	<u>15.00</u>
	\$25.00

(4) Turn in unexchangeable unserviceable items to organization's maintenance section (tactical vehicles) or TMP 1, Bldg 2035 (GSA/NTV).

2-5. DELIVERY TICKETS.

- a. Copies must be legible.
- b. Only one vehicle or aircraft will be reflected on a delivery ticket.
- c. Under no circumstances will more than one original delivery ticket be signed to cover the same purchase.
- d. Operator/pilot will verify or print following information on credit card charge sale delivery ticket:

- (1) Name and address of contract station

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- (2) Date of delivery
- (3) Description of service/product received e.g. unleaded gasoline, replace windshield wiper, etc
- (4) Correct quantity; fuel will be carried out to the nearest tenth of a gallon
- (5) Correct unit price and extended dollar total for each item received
- (6) Complete credit card serial number and Government billing address from the credit card
Identification (USA) number or license plate number assigned to vehicle/aircraft
- (8) Deductions for discounts when required by current DFSC 4280.1
- (9) Odometer reading (vehicles only)

Operator's/pilot's organization and signature OIC/NCOIC will not sign delivery tickets

e. Send or deliver credit card charge sale delivery tickets to appropriate addresses below at least once each week or on completion of trip:

- 1) For tactical vehicles and aircraft DOL, POL Clerk, Bldg 2243, Fort Sill OK 73503-5100

GSA vehicles DOL, TMP 1 Bldg 2035 Fort Sill, OK 73503-5100

- 3) For NTV: ITO, Bldg 2950, Fort Sill OK 73503-5100

f. Unauthorized charges will be returned to organization for payment by person responsible for unauthorized charge. If individual responsible for unauthorized charge refuses to reimburse vendor, individual's organization will initiate a report of survey or AR 15-6 investigation IAW AR 735-5 and USAFACFS Regulation 725-1.

2-6. TRADING STAMPS AND OTHER PROMOTIONAL ITEMS. When using contract stations that offer promotional items, request cash discount in lieu of such items. If vendor refuses and another contract station is not available, accept promotional items and turn them in to TMP 1, Bldg 2035, for disposition.

2-7. FUNDING. Fuel, authorized repairs supplies, and services purchased with credit cards are charged to organizations as follows:

When purchased by an organization for boats tactical vehicles, aircraft, or GSA/NTV not assigned Sill, costs are charged to organization.

b. When purchased by an organization or individual for GSA/NTV assigned to Fort Sill DOL, costs are charged to Transportation Branch, DOL.

c. When purchases are not authorized by this regulation or approved by DOC or the DOL duty officer, cost is charged to person or persons responsible for unauthorized purchase. Unauthorized purchases will be processed IAW AR 735-5 and USAFACFS Reg 725-1.

2-8. FUEL ALLOCATIONS Fuel purchased with credit cards is charged to mobility fuel allocations as follows:

a. Fuel used by boats, tactical vehicles, aircraft, or GSA/NTV not assigned to Fort Sill is charged to using organization's allocation.

b. Fuel used by GSA/NTV assigned to Fort Sill is charged to DOL Transportation Branch's allocation

2-9. LOST, DAMAGED, OR DESTROYED SF 149.

a. Turn in damaged credit cards to issuing office for subsequent turn-in to Supply Branch, DOL, for destruction by a disinterested officer.

b. Immediately report lost or stolen credit cards to issuing office and DOL POL Clerk, Bldg 2243, (405) 351-5421/4206, AUTOVON 639-5421/4206, or FTS 744-5421/4206. Follow telephonic report with written report containing credit card serial number, date of loss/theft, and pertinent information concerning loss or theft. This report is exempt from reports control UP AR 335-15, paragraph 7-2d.

c. Using organization will prepare reports of survey for lost, stolen, or destroyed credit cards IAW AR 735-5 and USAFACFS Reg 725-1. Activity responsible for the card IAW paragraph 2-2 above will assign document numbers to reports of survey.

CHAPTER 3

DOD IDENTAPLATES

AUTHORIZED DOD IDENTAPLATES.

a. The only identaplates authorized for purchase of aviation fuel and jet fuel using U.S. Into-Plane Contract Program are DD Forms 1896 or 1897. DD Forms 1896/1897 are used for U.S. Army aircraft refueling at Army airfields (other than home station), at Navy and Air Force installations, and from commercial vendors participating in U.S. Into-Plane Contract Program. Identaplates will be issued by Supply Branch, DOL, and accounted for by aviation organizations IAW AR 710-2.

b. Petroleum company credit cards or U.S. Government national cards are NOT to be used for imprinting data on sales slips used in Into-Plane Contract Program.

c. Credit cards may be used to purchase fuel and repairs from contract stations IAW DFSCH 4280.1 but only when commercial vendors participating in Into-Plane Program are not available.

d. Aviation Division, DPTM, is responsible for preparing petroleum products/repair service standing operating procedures (SOP) for use by aviators during cross-country flights. SOP will be developed IAW this regulation; DFSCH 4280.1, paragraph 201-7; DOD 4140-25M (Procedures for the Management of Petroleum Products), and any additional instructions deemed necessary.

3-2. IDENTAPLATE PROCEDURES.

a. Organizations using U.S. Into-Plane Contract Program will instruct pilots, flight commanders, aircraft commanders, and crew chiefs on completion of DD Forms 1898 (Avfuels Into-Plane Contract Sales Slip). Instructions must stress importance of accurate and complete data so contractor invoices and reimbursement charges can be processed without delay.

b. When refueling aircraft at authorized DOD commercial contractor and military airfields away from home stations, following procedures will be used:

(1) Embossing procedures. Procedures for embossing identaplates are set forth in DOD 4140-25M, paragraph 201-7. Pilot or authorized representative is responsible for checking proper recording of product/services and will present DD Forms 1896/1897 to refueling operator for imprinting sales data on DD Form 1898.

(2) Servicing requirement. At least one crewmember will be present during servicing to check that refueling is accomplished properly and to verify quantity received.

(3) Regular issue Quantity will be filled in beside appropriate product code

(4) Reservice. Quantity issue during reservice will be filled in beside appropriate product code and the word "RESERVICE" will be circled.

(5) Defuel Quantity defueled will be filled in beside the word "DEFUEL," and product defueled will be circled.

(6) Other required entries. Enter contract number, location, date of delivery, printed name, and signature of individual acknowledging receipt on DD Form 1898.

c. When DD Form 1898 is not available, contractor is authorized to use his own commercial delivery form; and pilot is responsible to check that sales data clearly shows aircraft model/design/series (MDS) tail number, home station, and major command. Also, complete mailing address of station responsible for payment to U.S. Air Force stock fund must be entered.

d. If contractor or refueling agency insists on using commercial or agency delivery form in addition to DD Form 1898, pilot must annotate commercial/agency form with "DUPLICATE DD FORM 1898 ACCOMPLISHED."

Aviation organizations will forward DD Form 1898 to DOL POL Clerk, Bldg 2243, at least once each week

Chapter 4

OKLAHOMA TURNPIKE AUTHORITY PIKEPASSES (OTAP)

4-1. OTAP FOR TACTICAL VEHICLES.

a. Units/activities requiring OTAP for tactical vehicles will order OTAP thru DOC, ATTN: ATZR-QA on DA Form 3953. Indicate applicable class of OTAP on DA Form 3953 as follows:

- CLASS I 2 axle, 4 wheeled vehicles, e.g., pickups, sedans, vans, etc
- CLASS II Class I vehicles pulling 1 axle trailer
- CLASS III Class I vehicles pulling 2 axle trailer
- CLASS IV 2 axle, 6 wheeled vehicles, e.g., buses, trucks, etc.
- CLASS V 3 axle, 8 or 10 wheeled vehicles, e.g., buses, trucks, etc
- CLASS VI 4 axle, combination Class IV trucks pulling 2 axle trailer or CLASS V trucks pulling single axle trailers
- CLASS VII 5 axle vehicles
- CLASS VIII 6 axle vehicles

b. OTAP will be accounted for as outlined in DA Pam 710-2-1, paragraph 4-25 Losses will be processed IAW paragraph 2-9b and c, this regulation.

c. SF 44 (Purchase Order Invoice Voucher) authority would allow customers access to turnpike for emergency actions when OTAP means of support is inappropriate. Units/activities using tactical vehicles may submit requests for ordering officer authority to DOC. Request must identify proposed ordering officer(s) by name and social security number. Ordering officer will receive letter of instruction and authority limits from DOC.

4-2. OTAP FOR GSA/NTV.

a. OTAP is the only authorized negotiable media for GSA/NTV traveling Oklahoma turnpikes.

(1) Off-post customers will include request for permanent issue of OTAP in semiannual justification for vehicles. Specify class of OTAP to be issued, as outlined in paragraph 4-1a above.

(2) Request for one-time issue of OTAP in conjunction with off-post dispatch will be included in justification statement on FS Form 833 requesting vehicle. Temporarily issued OTAP will be returned to TMP 1 upon completion of trip.

b. Permanently issued OTAP for GSA/NTV will be controlled and safeguarded as specified in paragraph 2-2b, this regulation. Losses will be processed IAW paragraph 2-9b and c, this regulation.

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